

(ENTER UNIT NAME)
FAMILY READINESS GROUP SANCTION

1. PURPOSE. A broad statement outlining the purpose of your family Readiness group. It tells who you are and what you will do. For example, We are the families, friends and supporters of the (Enter Unit Designation and Name) who will provide information, education and support and create an environment of family togetherness by publishing newsletters, training our volunteers, holding family functions and events and keeping our families informed regarding unit news and military benefits.

2. GOALS. List the goals that your group will strive to achieve. Goals are more specific and support your purpose statement. For example, Keep families informed, provide training for families, assist the unit, provide opportunities for families to socialize, etc. Your goals can and should be revised as needed. They will change as your group changes.

3. RESPONSIBILITIES:

A. A general statement of the responsibilities of the military chain of command and commander. For example, As commander, I will provide guidance, support and resources required to sustain the unit's Family Program. I will also appoint a military POC to act in my behalf to assist the lead volunteer and Family Readiness Group. I will strive to establish an atmosphere of care and concern for service members and their families to encourage their participation in activities, trainings and events, thereby increasing their mobilization readiness and making them strong and healthy families.

B. Statement of Command approval of the FRG: This is to give command approval for the (Enter Unit Designation), Family Readiness Group to operate and function as part of my special staff in order to provide support to the service members and their families.

C. Duties of the Unit Family Readiness Representative (Military POC). The Unit Representative will serve as my liaison and act on my behalf in accordance with my guidance to provide assistance and support to the (Enter Unit Designation) Lead Volunteer and Family Readiness Group.

D. Appointment of Lead Volunteer for the Family Readiness Group. (Enter Lead Volunteer's Name) will serve as the Unit Lead Volunteer for the (Enter Unit Designation) Family Readiness Group. The lead volunteer will serve as part of my special staff and provide guidance and support to me and other Family Readiness Group (FRG) volunteers to help ensure the unit's FRG goals are achieved.

4. STRUCTURE/ORGANIZATION. This paragraph describes how your group will look. It can be shown on a separate page in the form of an organizational chart that shows structure and lines of responsibility, for example at the top would be the unit commander then the lead volunteer, etc. (See example.)

5. ACTIVITIES/FUNCTIONS. List in general terms the activities that the group will provide, for example, annual picnic, assist in annual soldier/airman readiness exercises, newsletters, maintain FRG telephone trees, develop family sponsorship program, etc. Allow for growth and change. This section, as any section of this guide, can and should change. Your group will have different needs at different times and your plans should be flexible and adaptable.

6. FRG INFORMAL FUNDS STANDARD OPERATING PROCEDURE. “The (Enter Unit Designation) FRG’s informal fund’s purpose and function are to provide support, recognition, education and information to help prepare families for mobilization and their continued participation in the National Guard.”

“The FRG informal fund is for the benefit of its members only and is established exclusively for charitable purposes to provide support to service and family members as they live the military life. It is not a business and is not being run to generate any profits. FRG expenditures will be in accordance with the wishes of the majority of FRG members and all fund raisers must have Command approval before proceeding. Additionally it is not an instrumentality of the United States Government.”

If your FRG does not have an FRG informal fund or no funds in your account then so state. For example, “The Enter Unit Designation FRG does not have an informal fund. Or The Enter Unit Designation FRG currently has no funds in their FRG informal fund.”

7. EVALUATION. A statement regarding when the commander, Unit Family Readiness Representative and the FRG Lead Volunteer meet to periodically (perhaps annually) look at the program to determine whether any changes need to be made, for example, in program goal priorities and activities.

Family Readiness Group Leader / Date

Commander Signature / Date

Family Readiness Group Treasurer / Date

FRG Alternate Treasurer / Date

DISTRIBUTION:

Unit Family Readiness Program File (Unit Commander’s Purple Binder)
State Family Readiness Office
Unit Family Readiness Representative
Unit’s Family Readiness Group Lead Volunteer

Example of paragraph 4 . UNIT STRUCTURE/ORGANIZATION.

FRG Structure/Organizational Flowchart

